

9 FAM 42.63 Notes

(TL:VISA-333; 11-15-2001)

9 FAM 42.63 N1 Application Forms and Other Documentation

9 FAM 42.63 N1.1 Standard and Non-standard Forms

(TL:VISA-333; 11-15-2001)

The only questionnaire type forms that may be used under standard procedures are Form *DS-230 I*, Application for Immigrant Visa and Alien Registration Part I - Biographic Data [see INFOFORMS], and Form *DS-230 II*, Application for Immigrant Visa and Alien Registration Part II - Sworn Statement [see INFOFORMS]. Any non-standard form, letter, or information sheet that a post believes is necessary because of an unusual local situation must be submitted to the Department (CA/VO/F/P) for consideration, and may **not** be placed into use without advance approval.

9 FAM 42.63 N1.2 Using Form OF-168

(TL:VISA-57; 04-15-1992)

Form OF-168, General Information for Applicants for Immigrant Visas [see INFOFORMS] (Packet 1) shall be sent to all applicants who inquire about immigrating to the United States. [See 9 FAM 42.63 PN1.] If the alien inquires about a specific immigrant visa category, the appropriate Packet 2 letter should also be sent. [See 9 FAM 42.63 PN3.]

9 FAM 42.63 N2 Necessity of Standard Procedures

(TL:VISA-57; 04-15-1992)

Standard procedures and forms have been developed and installed at all posts to:

- (1) Ensure uniformity in explaining the requirements of the law to visa applicants;
- (2) Reduce individual correspondence and possible misunderstandings arising therefrom; and
- (3) Eliminate needless files and records keeping by requiring applicants to retain their personal documents until the final step in the processing of the case is reached.